

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Space Agency**  
**Subject MicroCarb Technical Coordinator**  
**Sourcing reference number UK SBS PR17058**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
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VAT registration GB618 3673 25  
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**UKSBS**  
*Shared Business Services*

## Table of Contents

| Section | Content  |
|---------|--|
| 1       | <a href="#"><u>About UK Shared Business Services Ltd.</u></a>        |
| 2       | <a href="#"><u>About our Customer</u></a>                            |
| 3       | <a href="#"><u>Working with UK Shared Business Services Ltd.</u></a> |
| 4       | <a href="#"><u>Specification</u></a>                                 |
| 5       | <a href="#"><u>Evaluation model</u></a>                              |
| 6       | <a href="#"><u>Evaluation questionnaire</u></a>                      |
| 7       | <a href="#"><u>General Information</u></a>                           |

# Section 1 – About UK Shared Business Services

## Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

## Section 2 – About Our Customer

### UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28,900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

#### **UK Space Agency achievements include:**

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

[www.BEIS.gov.uk/ukspaceagency](http://www.BEIS.gov.uk/ukspaceagency)

## Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

| Section 3 – Contact details |   |  |
|-----------------------------|---|--|
| 3.1                         | Customer Name and address                             | UK Space Agency<br>Polaris House<br>North Star Avenue<br>Swindon<br>SN2 1SZ  |
| 3.2                         | Buyer name  | Rachel Rose  |
| 3.3                         | Buyer contact details                                 | 01793 867330<br><a href="mailto:Rachel.rose@uksbs.co.uk">Rachel.rose@uksbs.co.uk</a>   |
| 3.4                         | Estimated value of the Opportunity                    | £40,000 - £108,000   |
| 3.5                         | Process for the submission of clarifications and Bids | <b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b> |

| Section 3 - Timescales |  |   |
|------------------------|--|---|
| 3.6                    | Date of Issue of Contract Advert and location of original Advert   | 1 <sup>st</sup> June 2017<br>Contracts Finder |
| 3.7                    | Latest date/time ITQ clarification questions should be received through Emptoris messaging system                | 15 <sup>th</sup> June 2017<br>11:00 BST       |
| 3.8                    | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 16 <sup>th</sup> June 2017<br>14:00 BST       |
| 3.9                    | Latest date/time ITQ Bid shall be submitted through Emptoris   | 20 <sup>th</sup> June 2017<br>14:00 BST       |
| 3.10                   | Date/time Bidders should be available if face to face clarifications are required                                | N/A   |
| 3.11                   | Anticipated rejection of unsuccessful Bids date  | 4 <sup>th</sup> July 2017<br>14:00 BST        |

|      |                                 |                           |
|------|---------------------------------|---------------------------|
| 3.12 | Anticipated Award date          | 5 <sup>th</sup> July 2017 |
| 3.13 | Anticipated Contract Start date | 6 <sup>th</sup> July 2017 |
| 3.14 | Anticipated Contract End date   | 5 <sup>th</sup> July 2021 |
| 3.15 | Bid Validity Period             | 90 Days                   |

## Section 4 – Specification

### Requirement

The successful bidder for this contract will manage the technical elements of the portfolio of agreed UK activity for the MicroCarb mission, monitoring and evaluating milestones and ensuring delivery of work to budget and within timescales.

### Background

The UK Space Agency and Centre National d'Etudes Spatiales (CNES) signed an implementation arrangement in April 2017 setting out their partnership on the MicroCarb satellite mission. The science objective of the MicroCarb mission is to monitor and characterize CO<sub>2</sub> surface fluxes, that is, the exchanges between sources (natural or anthropogenic) and sinks (atmosphere, ocean, land and vegetation). The instrument will be flown on a microsatellite built around CNES's Myriade spacecraft.

Under the implementation arrangement with CNES, the UK Space Agency shall contract for and support the realization of the Assembly, Integration and Test (AIT) activities applied to the platform and to the satellite, with a technical delegation given to CNES. The UK Space Agency shall also finance UK industrial contributions to the development of the instrument calibration unit, Ground Support Equipment (GSE) necessary for the integration or the calibration of the instrument, subsystems of the platform, development of parts of the Payload Ground Segment (PLGS), and subsystems of the instrument.

The UK Space Agency is seeking technical support from an organisation with the relevant expertise and experience to ensure these activities are delivered to the agreed specification, on time and within budget, with maximum value for money and economic return achieved for UK plc.

### Package of Work

This shall include:

- Provide oversight of the technical management of the AIT activities, liaising closely with the AIT contractor and CNES, and provide support to UK Space Agency's management of the contractual and financial aspects of the AIT contract.
- Participate jointly with CNES and UK Space Agency in progress meetings and reviews of the AIT contract- providing robust assessment of progress against agreed milestones, identifying any issues which may affect the schedule or cost. These reviews are expected to take place between 1-4 times per year.
- Provide technical advice in support of UK Space Agency decision making in relation to the completion of agreed milestones by the AIT contractor.
- Provide technical advice to UKSA in support of the awarding of contracts to the most technically sound and best value for money proposals from UK institutions for the

science preparatory, calibration and validation activity.

- Provide technical advice to UKSA in support of the awarding of contracts to the most technically sound and best value for money proposals from UK subcontractors supplying agreed activities under a CNES contract or through ADS France (Airbus Defence and Space have been selected as sole source for the development, and the qualification of the MicroCarb Instrument). There will be approximately 5-10 Invitations To Tender (ITT) of this nature for UK institutions to respond to.
- Provide technical advice in support of UK Space Agency decision making in relation to the completion of agreed programme milestones by UK subcontractors that are supplying agreed activities under a CNES contract or through ADS France.
- Where required, represent UK Space Agency on the evaluation panel for procurement of UK activities for the MicroCarb mission. Ensure contracts for agreed UK activity are awarded to the most technically sound proposals which provide the best value for money and economical return to the UK in line with the relevant procurement rules and regulations.
- Provide regular updates to UK Space Agency and quarterly progress reports on the progress of the AIT and other activities funded by the UK Space Agency, identifying and tracking any issues which may affect the schedule or cost.
- Provide technical support in the form of a briefing document and briefing meeting, to the UK representatives of the MicroCarb Steering Committee, which will meet at least twice a year, to enable them to make effective decisions regarding the mission progress against agreed milestones and allow them to resolve any issues concerning the interpretation or the implementation of the present MicroCarb Implementation Arrangement.

### **Costings**

- Procurement activity for MicroCarb has already begun, with the AIT contract scheduled to be awarded in July 2017. The MicroCarb mission is currently scheduled to launch at the end of 2020, and technical support and oversight of UK activities and contributions will be required across the 4 year period up to the launch. There will be peaks and troughs of activity within this period, it is not envisaged that activity will require more than 2-5 days per month- including attendance of meetings, preparatory work and general support.
- The applicant's programme team member/s shall be required to travel to Toulouse at least twice a year for technical review meetings with CNES. Travel to UK Space Agency headquarters in Swindon will be required on a monthly basis to provide progress reports and to brief members of the MicroCarb steering committee in advance of committee meetings. Travel and subsistence for these events will be costed and paid for by UK Space Agency, in line with the BEIS Travel & Subsistence Policy, as and when they occur.

## Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is ‘for information only’ it will not be scored.

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

| Pass / fail criteria |         |   |
|----------------------|---------|---|
| Questionnaire        | Q No.   | Question subject  |
| Commercial           | SEL1.2  | Employment breaches/ Equality                                 |
| Commercial           | SEL3.11 | Modern Slavery Act 2015                                       |
| Commercial           | SEL3.12 | Example CVs   |
| Commercial           | SEL3.13 | Case Study  |
| Commercial           | FOI1.1  | Freedom of Information Exemptions                             |
| Commercial           | AW1.1   | Form of Bid   |
| Commercial           | AW1.3   | Certificate of Bona Fide Bid                                  |
| Commercial           | AW3.1   | Validation check  |
| Commercial           | AW4.1   | Contract Terms  |
| Commercial           | AW4.2   | Justification of changes to Contract terms                    |
| Price                | AW5.5   | E Invoicing   |
| Price                | AW5.6   | Implementation of E-Invoicing                                 |
| Quality              | AW6.1   | Compliance to the Specification                               |
| Quality              | PROJ1.5 | Security Clearance  |
| -                    | -       | Invitation to Quote – received on time within e-sourcing tool |

### Scoring criteria

#### Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

| Questionnaire | Q No.   | Question subject                     | Maximum Marks |
|---------------|---------|--------------------------------------|---------------|
| Price         | AW5.2   | Price                                | 40%           |
| Quality       | PROJ1.1 | Risk & Mitigation                    | 20%           |
| Quality       | PROJ1.2 | Alignment with Government Strategies | 10%           |
| Quality       | PROJ1.3 | Management of Personnel and          | 20%           |

|         |         |                     |     |
|---------|---------|---------------------|-----|
|         |         | Resources           |     |
| Quality | PROJ1.6 | Systems & Processes | 10% |

## Evaluation of criteria

### Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

|     |  |
|-----|--|
| 0   | The Question is not answered or the response is completely unacceptable.   |
| 10  | Extremely poor response – they have completely missed the point of the question.   |
| 20  | Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.  |
| 40  | Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.  |
| 60  | Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.   |
| 80  | Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.   |
| 100 | Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will  $(60+60+40+40) \div 4 = 50$

**Price elements** will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ( $80/100 \times 50 = 40$ )

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the following quality criterion shall be awarded the opportunity

Quality question PROJ1.1 Risk & Mitigation

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

## What makes a good bid – some simple do not's

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In

the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

## **USEFUL INFORMATION LINKS**

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act Introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)